NTD Supply Chain Assessment Tool

Intermediate Levels

BILL & MELINDA GATES foundation

JSI Health Logistics

NTDs Supply Chain Assessment Tool (NTD-SCA Tool)

Intermediate Level

Interview & Data Collection Guide

COUNTRY:	FACILITY NAME AND LEVEL IN SYSTEM (***e.g. Zone, Region, District***):
INTERVIEWER/S:	DATE:

Persons Interviewed:

Name of contact	Title	Mobile Number

Introduction:
Introduce the team, the purpose, structure, and timing of the assessment.
Thank the interviewees and ask if they have any questions before we start.

Section I - NTD Overview

Ask the following questions of key informants (i.e. NTD Focal Person, Pharmacist in charge)

1.1 Who are the key managers for NTD MDAs at this level? What are the titles and responsibilities of these staff regarding NTDs and non-NTD programs? What percentage of their time is spent on NTDs?

1.2 Profile

1. Total population: _____ 2. SAC population: _____

3. Total Health Facilities: _____ 4. Number of HFs with MDA: _____

5. Number of CDDs: _____ 6. Number of Schools with MDA: _____

1.3 Which of the following locations are used for mass treatment?

Disease	Schools	Health Facilities	Community	Door-to-Door	Other
Lymphatic Filariasis					
Onchocerciasis					
Schistosomiasis					
STH					
Trachoma					

1.4 When are MDAs scheduled?

			Most Recent	
Disease	Date of Last MDA	Date of Next MDA	Prevalence	Coverage
Lymphatic Filariasis				
Onchocerciasis				
Schistosomiasis				
STH				
Trachoma				

1.5 Which MDAs are conducted together, and which are conducted independently?
Please describe (outline) the supply chains for each type of MDA (e.g., trachoma, MDA1, etc. Include the storage and transport links for each supply chain.):

1.6 Do you have a written plan and budget for each MDA? Are there plans and funds for storage, transport or other drug distribution costs?

Please describe and photograph.

Section II - Staffing & Organizational Support

2.1 Which staff are responsible for the following activities:

Tasks	Responsible Staff
Quantifying NTD drug needs?	
Receiving / collecting NTD drugs?	
Storing NTD drugs?	
Transporting NTD drugs to the next level?	
Supervising the MDA?	

2.2 Please describe the training for staff at this level and at the levels below this. Who conducts the training, how long is it, and when and where does the training take place? Does the training include management of NTD drugs?

2.3	Do you have written guidelines, job aids, or SOPs for managing the storage and distribution of NTD drugs? ***If yes, ask for copies or take photographs***
2.4	What supervisory visits do staff receive at each level before, during, and after the MDAs? Does the supervision include drug supply management? **Please Describe:**
2.5	Please describe what, if any, payments or per diems are paid for the training. Who makes the payment, when, and who receives it? Is it adequate?

Section III - Data Recording and Reporting

3.1	What report/s do you receive from the lower level regarding the number of people treated and the number of treatments dispensed at MDAs? When do you receive them and how do you use (for what purpose) the information in the reports? ***Please ask for copies or take photographs***

3.2	How complete and timely are the reports? Do you have copies of the reports from previous MDAs? ***Please review the reports for completeness and, if possible, accuracy.***
3.3	Do the reports include data on quantities of drugs received, distributed, wasted, and in balance? If yes, for what purpose do you use the supply data?
3.4	What report/s do you compile and send to the next higher level? Do the reports include NTD drug supply data? When do you send the reports and how do they use (for what purpose) the drug supply information in those reports at the higher level?
3.5	How do the reports move (e.g., hand carried, electronically) from one level to the next? **Please Describe:**
3.6	Are there guidelines/SOPs for recording and reporting MDA data? If yes, do they include drug supply data? **Please describe and/or photograph**

3.7	Do staff record and report ADRs/SAEs? Where is the data collected and how is it reported? ***If yes, ask for copies*** Please describe the reporting system, the volume of ADRs/SAEs reported, and how that information is used.

Section IV - Quantification / Ordering

4.1	Who is responsible for quantifying NTD drug needs at this level? When is this done and how are the drug needs calculated? **Please Describe:**
4.2	What data do you use, and what formulas to determine how much is needed for each NTD drug?
4.3	Was the quantity you received based on your quantification or the quantification of the level above you? **Please Describe:**

4.4	Was the quantity received enough? Was it too much? Did you return unused drugs following the last MDA? Do you have "left-over" drugs in stock? **Please Describe:**
4.5	How would you learn if you run out of NTD drugs before the end of an MDA campaign? Have you ever received or placed an emergency order and what happened with that order? What was the cause of the supply shortage?
4.6	Who is responsible for quantifying how much of each drug to ship to the level below you? **Please Describe:**

Section V - Distribution / Transport

5.1	How are the MDA NTD drugs transported **to you** from the level **above** you? Who is responsible and who owns the transport vehicles used? Are the NTD drugs transported together or do they come separately for different programs?
5.2	Do you deliver the drugs or does the level below you collect them from you? If the lower level collects from you do they come with a vehicle or on public transport? Are they paid for transport costs incurred? **Please Describe:**

5.3 What are the costs (e.g., fuel, per diem, etc.) associated with transporting the NTD drugs to the level below you? Who pays those costs? Does the district receive funds from the NTDCP to cover transport distribution costs? If no, is this a problem for the district?

Note: Please ask to visit the storage facility

Section VI - Inventory Management

6.1

MDA NTD Drug	*Quantity Received for Last MDA*	*Current Balance on Stock Card**	*Physical Balance*	*Expired Quantity*
Albendazole				
Azithromycin				
DEC				
Ivermectin				
Mebendazole				
Praziquantel				

* Enter **"NA"** if there is no stock card. Enter **0** if there is a stock card and the balance is zero.

6.2 Are inventory records (e.g., stock cards) being used for the NTD drugs at this level? If yes, by whom, and how is this information used?
Please Describe:

6.3	Is there a system, plan, or guidelines for managing NTD drugs that remain in balance after the MDA? How do you learn of "leftover" drugs after the MDAs and how are those drugs collected and used?
6.4	What is the "open vial" policy for NTD drugs? Do all staff involved (CDD's & HF staff) know the policy and follow the policy? **Please Describe:**

Section VII - Receiving / Storing

7.1	Please describe/outline where the different NTD drugs are stored at this level and who is responsible for the drugs. Are the drugs held in stock all year or only preceding the MDA? Are there storage capacity issues? **Please photograph and describe:**
7.2	Are the MDA NTD drugs stored and managed separately from supplies of the same drugs intended for other purposes? Does the NTDCP ever "borrow" drugs from other programs? Do other programs ever receive drugs from the NTDCP? **Please Describe:**

Note: Please complete the Storage Conditions checklist in Annex A for the MDA NTD drugs stored at this level

Section VIII - Summary Analysis

8.1 Below, please list what works well, what does not work well, and why. What is/are the biggest risks to full supply of NTD drugs at the schools and communities for future MDAs?

8.2 If you were the Minister of Health, what would you do to improve the availability of NTD drugs?
Please Describe:

Annex A - MDA NTD Drugs - Storage Conditions

Items 1–12 should be assessed for all facilities for products that are ready to be issued or distributed to clients. Place a check mark in the appropriate column based on visual inspection of the storage facility; note any relevant observations in the comments column. To qualify as "yes," all products and cartons must meet the criteria for each item.

#	Description	No	Yes	Comments
1	Products that are ready for distribution are arranged so that identification labels and expiry dates and/or manufacturing dates are visible.			
2	Products are stored and organized in a manner accessible for first-to-expire, first-out (FEFO) counting and general management.			
3	Cartons and products are in good condition, not crushed due to mishandling. If cartons are open, determine if products are wet or cracked due to heat/radiation (e.g., fluorescent lights, cartons right-side up).			
4	The facility makes it a practice to separate damaged and/or expired products from usable products and removes them from inventory.			
5	Products are protected from direct sunlight at all times of the day and during all seasons.			
6	Cartons and products are protected from water and humidity during all seasons.			
7	Storage area is secured with a lock and key, but is accessible during normal working hours; access is limited to authorized personnel.			
8	Products are stored at the appropriate temperature during all seasons according to product temperature specifications (i.e., <30ºC).			
9	Storeroom is maintained in good condition (clean, all trash removed, sturdy shelves, organized boxes).			
10	The current space and organization is sufficient for existing products and reasonable expansion (i.e., receipt of expected product deliveries for foreseeable future).			

The additional standards below can be applied to any facility large enough to require stacking of multiple boxes.

#	Description	No	Yes	Comments
11	Products are stacked at least 10 cm off the floor.			
12	Products are stacked at least 30 cm away from the walls and other stacks.			
13	Products are stacked no more than 2.5 meters high.			
14	Fire safety equipment is available and accessible (any item identified as being used to promote fire safety should be considered).			

Additional guidelines for specific questions:

Item 2: In noting proper product arrangement, consider the shelf life of the different products.

Item 3: Check cartons to determine if they are smashed due to mishandling. Also, examine the conditions of the products inside opened or damaged cartons to see if they are wet, cracked open due to heat/radiation (e.g., for condoms, because of fluorescent lights), or crushed.

Item 4: Conduct the discarding of damaged or expired products according to the facility's procedures (this may differ from one facility to another). Specify if procedures exist and note what they are.

Item 7: This refers to either a warehouse secured with a lock or to a cabinet in a clinic with a key.

Item 14: Fire safety equipment does not have to meet international standards. Consider any item identified as being used to promote fire safety (e.g., water bucket, sand). Do not consider empty and/or expired fire extinguishers as valid fire safety equipment.